

**MINUTES OF THE
COUNCIL ON TECHNOLOGY SERVICES MEETING
Wednesday, November 17, 1999**

Council Attendees:

Secretary Upson, Erv Blythe, Ray Davis, Jan Fatouros, Chip German, Patti Higgins, Joy Hughes, Pete Kolakowski, Bill Landside, Jerry Mathews (for Lan Neugent), Ken Mittendorff, David Molchany, Ed Morris, Mike O'Neil, Gerry Pacyna, Rick Parks, Jim Peters, Naseem Reza, Jerry Simonoff, David Sullivan, Mike Thomas, Andy Poarch.

Secretary Upson expressed his appreciation for the work the Council has accomplished since its inception and for the best practices it exemplifies in government work in the Commonwealth.

Secretary Upson invited COTS Members to participate in the upcoming Governor's Commission on Information Technology meeting on December 9 at ODU. It will be an opportunity to be responsive to the Governor's Commission and to show that Virginia government has moved into the information age.

Linda Harber of the IT Compensation and Classification Workgroup discussed the training sessions held for the agencies which wanted to follow the COTS classification proposal immediately. There were 25 participants who expressed the need to move to the immediate model. The increases at these agencies will be funded within their current budgets. Other agencies that will implement this proposal on July 1, 2000 will be training in mid-January.

Mr. Reza asked that the Department of State Police be added to the list of agencies attending the training sessions. They were inadvertently left off the list.

Leslie Carter reported that 19 agencies were represented at the telecommunications recruitment meeting on November 5. The workgroup is developing a priority list of telecommunications services and equipment that need to be procured over the next year. Work has begun on the telecommunications equipment project and the first draft of the requirements is complete. The draft has been distributed for review and responses are due on November 29 with a release date some time in December. The workgroup is glad to be part of the procurement process and hope to have a priority list developed to add to the process.

David Sullivan reported the State and Local Application and Network Integration workgroup is working with the State Compensation Board and the Department of Technology Planning to modernize the storage of Virginia circuit courts' records. The group hopes to fully understand the strengths and weaknesses of land records modernization. A final report of recommendations will be available in early 2000 for the Council.

Mike Thomas returned from Federal Computer Week's Government CIO Summit where he talked with CIOs from local governments around the country. The local governments have an IT group that works with each other in several adjoining jurisdictions and has formal interaction with state government. In some cases, there was no interaction with the state government IT program. Mike found it significant that Virginia was far different from other states in this respect.

David Sullivan and David Molchany attended a CIO conference and some of the major discussions centered on technology and the Zero Burden Tax Proposal coming out of Utah. It is a nationwide tax infrastructure or a consistency of sales tax on things across the Internet.

Secretary Upson mentioned Governor Gilmore's proposal focuses on the same concept from a different aspect.

Andy Poarch presented the Gainsharing Workgroup report for Rick Parks. Eleven people have signed up for the LGOV.org information exchange site and Andy encouraged others to do so. More information can be found on the COTS website.

Jerry Simonoff related that he is working on a database of e-mail addresses to send out information to technology professionals in government and managers that are interested in the COTS group.

Dan Ziomek reported on the Organizational Workgroup as they continue to focus on Enterprise Architecture. The EA website has been updated and can be subscribed to in order to stay abreast of information and any changes that are posted. The workgroup will be holding a common vision requirements workshop in early 2000 to focus on business strategies that will drive Enterprise Architecture.

Andy Poarch spoke on behalf of Jan Fatouros for the Procurement Workgroup. Although the group has been dormant for several months, it will get on track next month when Jan reports on a meeting she attended of the National Commerce Council. Larry Schucht of DIT will be joining the group and assisting now that DIT has the authority for state IT contracts.

Secretary Upson discussed the electronic commerce initiative that is going to be released by COTS and the necessity that it be state-of-the-art and include items such as paperless purchase orders, digital signature authority and accountability.

Pete Kolakowski reported he will be meeting with several COTS members as well as Jerry Simonoff and his folks and Andy and Mike Thomas to develop the RFP for seat management. The group plans to develop the necessary RFP or RPFs within the limits of the law, releasing it for public comment for a short time period and try and get the collective wisdom from everyone on the Council as well as others in the technology industry. We plan to release the final document in January, 2000.

Secretary Upson discussed this initiative with Governor Gilmore and he has made it a priority in the

budget this year in terms of asking DPB to encourage agencies to move toward a seat management process. DPB met with Secretary Upson and is developing strategies to encourage the seat management initiatives. Another recommendation was the development of a capital fund.

Joy Hughes responded it would be a funding strain and would not require a change in the DPB legislation but would require an appropriation. Pete Kolakowski will work with Joy to get the process moving.

Mike O'Neil reported on the Privacy, Security and Access Workgroup. He discussed the recent UTEA meeting and their focus on the Electronic Transaction Act.

Secretary Upson thanked Mike for assuming responsibility for leading the Privacy Workgroup.

Andy Poarch reminded COTS members there is a 30-day window for organizations that want to participate in the digital signature pilot to contact Secretary Upson. The window closes the end of this month. Cheryl Clark is developing a Technical Advisory Committee that would be comprised of the participating pilot agencies and plans to meet in early December.

Secretary Upson asked Andy Poarch to increase the business meeting portion of the agenda to 45 minutes each month.